

**STATE ENHANCED 9-1-1
ADVISORY COMMITTEE
MEETING MINUTES
MAY 22, 2003**

Members Present:

Chair, Jim Quackenbush, *National Emergency Number Association (NENA)*
Dan Aycock, *Member at Large*
Mike Akin, *Association of Washington Cities - West*
Rebecca Beaton, *Washington Utilities and Transportation Commission (WUTC)*
JoAnn Boggs, *Washington State Emergency Management Association (WSEMA)*
Bob Connell, *Verizon*
Dave Cowardin, *Washington State Association of Fire Chiefs*
Jack Cvitanovic, *Department of Health*
Patty Danner, *Large Urban Counties – East*
Marlys Davis, *King County*
Marty Knorr, *Washington State Patrol*
Chris Mace, *Washington State Association of Sheriffs and Police Chiefs*
Lynn Mell, *T-Mobile USA*
Jim Potts, *Fire Protection Policy Board*
Markus Volke, *Qwest*
Marj Williams, *Large Urban Counties – West*

Alternate Members Present:

Steve Reinke, *Small Rural Counties - East*
Lanette Scapillato, *Small Rural Counties - West*
Patti VonBargen, *Association of Washington Cities – East*

Guests Present:

General Frank Scoggins, Ben Keller (*Garfield*), Pam Boad (*Mason*), Deanna Wells (*Cowlitz*), Jeff Glenn (*Qwest*), Michael Cole (*Qwest*), Julie Mace (*Klickitat*), Tom Page (*WIN211*), Lisa Heinrich (*Columbia*), Jerry Foree (*Qwest*), Kathy Miller (*Qwest*), John Didion (*Pacific*).

County Coordinators Present:

Cindy Barnd (*Cowlitz*), Virginia Boyd (*Garfield*), Peggy Fouts (*Grays Harbor*), Tom Shaughnessy (*Island*), **Marlys Davis** (*King*), **Steve Reinke** (*Kittitas*), **Lanette Scapillato** (*Lewis*), Dee Ann Edwards (*Lincoln*), **Mike Akin** (*Mason*), Kim Scott (*Okanogan*), **JoAnn Boggs** (*Pend Oreille*), Jim Ricks (*San Juan*), Deb Welsh (*Skagit*), Dave Cox (*Skamania*), **Marj Williams** (*Snohomish*), Debby McCanna (*Stevens*), Jim Quackenbush (*Thurston*), **Dan Aycock** (*Walla Walla*), and **Patti VonBargen** (*Whitman*).

State Office Staff Present:

Kurt Hardin, David Irwin, Teresa Lewis, and Dave Griffith

Welcome and Introductions:

Jim Quackenbush called the meeting to order at 9:45 am. Members and guests introduced themselves.

Review and Approval of the Minutes (April 17, 2003): On page 3, sixth paragraph, second sentence, remove the words 'across the'. On page 5, fifth paragraph, last bullet, change the word 'on' to 'one'. On page 5, the motion, is should read 'Dave Cowardin motioned to have the State office contact the states Attorney General to see if funding of PSAP regionalization is possible. Also have, the State office develop some cost projections and report back to the Advisory Committee as early as possible.' **Dave Cowardin motioned to approve the minutes from the April 17, 2003 meeting as amended. Jim Potts seconded the motion. The motion carried.**

Presentation:

General Frank Scoggins presented Marlys Davis with the COMMANDER'S AWARD FOR PUBLIC SUPPORT for Exceptionally Meritorious Achievement, while performing her duties from December 1997 to present date as the E911 Advisory Committee Representative to and Chair of the State E911 Program Wireless Subcommittee and from May 1996 to October 2002 as the E911 Advisory Committee Representative to and Chair of the State E911 Program Public Education Work Group.

Marlys Davis' proactive approach has assisted with the implementation process for wireless 911 service in the state. She coordinated the effort by King County to request clarification on wireless 911 costs from the Federal Communications commission, which resulted in substantial savings for Washington taxpayers. She is dedicated to the concept of seamless 911 service within the state and strives for such service in King County as a leader for all other counties, statewide and nationally. She spearheaded the 911 public education efforts in Washington, with particular emphasis placed on 911 wireless education. Ms. Davis' efforts have been recognized nationally for quality and excellence. Her exemplary performance and dedication bring great credit upon herself, the Military Department and the State of Washington, for which she is commended.

Old Business:

Kurt Hardin presented the FY04 Contract Funding **[ENCL 1]**. The wireless funding budget will be \$7,500,000 with estimated revenue of \$6,500,000. The wireline funding budget will \$9,480,000 with estimated revenue of \$8,500,000. The total of funding is \$17,340,000, with revenue being an estimated of \$15,000,000.

FY2004 Wireless Funding:

- State Office \$ 300,000
- Statewide Services \$1,800,180
 - LEC Interface \$1,800,000
 - Training \$ 75,000
 - Vulnerability Analysis \$ 60,000
 - Intertandem Transfer \$ 30,000
 - Miscellaneous \$ 15,000
- Implementation Contracts \$4,000,000
- Operations Contracts \$1,219,820
- Contingency/Reserve \$ 180,000

FY2004 Wireline Funding:

- State Office \$ 700,000

- Statewide Services \$ 420,000
 - Training \$ 175,000
 - Vulnerability Analysis \$ 140,000
 - Intertandem transfer \$ 70,000
 - Miscellaneous \$ 35,000
- Operations Contracts \$8,300,000
- Contingency/Reserve \$ 420,000

FY2004 Funding Issues:

- During the 2-year biennium can excess wireline funds be borrowed for wireless Implementation and returned in the second year?
 - If yes, wireless implementation funding will be freed up for wireless operations.
- Disbursements cannot exceed fund balance.
 - Declining revenues may impact ability to disburse funds.

Questions were asked regarding what is funded and how funding would affect the E911 services if there were not enough funding to run the PSAP. Discussion ensued regarding these issues.

Steve Reinke motioned to have a June meeting to receive more information and any updates on the Attorney General and the State Office's findings on the FY04 Wireless issues. Dave Cowardin seconded the motion. Steve Reinke withdrew the motion.

It was decided to have an Advisory Committee meeting in conjunction with the Wireless workgroup meeting on June 12th. The Advisory Committee meeting will be held on June 12th at 9:30am at the Radisson in the Chaps Room and then after the meeting the Wireless workgroup will hold their meeting. The Advisory Committee meeting will only be discussing the FY04 Wireless funding issues.

Marj Williams motioned that the Advisory Committee chair draft a letter to the Governor's office with numerous cc's stating that the E911 funding is not there for wireless implementation and operations for Phase I & II, due to the money they took from the E911 funds last year. Dan Aycock seconded the motion. The motion carried.

SUBCOMMITTEE REPORTS:

Training –

The Washington State Criminal Justice Training Commission's quarterly report for January – March 2003 **[ENCL 2]** was handed out. Kurt Hardin reported that the Training Steering committee met yesterday (May 21). Kurt stated that next year the CJTC will be offering three Telecommunicator I courses, three Telecommunicator II courses, and five or six Telecommunicator IV courses. Last year the WAC subcommittee asked the Training Steering committee to develop a training policy, due to issues that were brought up during the revision of the WAC. Those issues were what is eligible for training. The Training Steering committee is going to put together a survey to the PSAPs of what is the most critical for training. This list will be compiled of the training received across the state. Once the survey is done, a meeting will be held to determine the results and develop a recommended training policy.

Wireless – Marlys Davis and David Griffith

Dave Griffith reported that the FCC held its first meeting on its wireless E911 Coordination Initiative. Bob Oenning attended the meeting, which only had two representatives from the PSAP communities in Western States. The meeting was geared at improving progress on implementing E-911 across the USA, and in discussing limitations with the current 9-1-1 network. One of the panelists was Dale Hatfield, who recently composed a comprehensive report on wireless 911 for the FCC. The next meeting is planned for late summer or early fall.

The FCC has updated the consumer information section on its website detailing proper cell phone operations and 9-1-1 usage.

The CR-103, for WAC 118-66 (Enhanced E911 Funding), which is the rules in final form, was sent to the Code Revisor. The State E911 office requested an effective date of July 1, 2003, to coincide with the expiration of the current county E911 contracts with the state under WAC 118-65.

Phase I Service Agreements: Marlys reported that revised Service Agreements, which include the most current cost recovery language, have been finalized for all wireless carrier except Cingular, Cricket, Rural Cellular and US Cellular. The current service agreements are available on the E911 website for review or downloading (<http://emd.wa.gov/2-e911/phase1-agreements/phase1-idx.htm>). Kurt Hardin stated that Verizon has been sending out Phase I service agreements for signing along with a bill. He advised each county that receives this bill needs to contact their county prosecuting attorney's office for legal advice. Kurt also stated please remind them of the FCC mandate that carrier cost recovery is not a prerequisite for Phase I service and that PSAP cost recovery is a prerequisite for Phase I service when you receive that bill. Kurt also encouraged those counties that receive this bill to send a letter requesting that Verizon contact the State office regarding carrier cost recovery for those counties that qualify for contracts with the State.

Carrier Cost Recovery: Marlys reported that letters went out from the State office on May 9th to all Wireless carriers.

Kurt Hardin presented the Phase I Order spreadsheets **[ENCL 3]** and the Phase II Order spreadsheet **[ENCL 4]**. Kurt noted that all Phase I implementation needs to be completed by June 30, 2003, if the state office is to pay the non-recurring LEC costs. If you have any changes or additions, please submit those to Doug Gehrke and/or Kurt Hardin.

Default Routing: Marlys reported that they are still waiting for MSC information from several carriers. T-Mobile USA and Qwest announced a resolution to the issue of using the E2 interface for Phase I service. Qwest will not charge the PSAP to use the E2 interface for Phase I service until the PSAP notifies Qwest that it is moving to Phase II. PSAPs need to notify Qwest of their Phase I and Phase II status with regards to T-Mobile USA service.

Phase II Implementation Issues: Nextel is using hybrid CAS with Qwest and for Phase II will move to NCAS. Switching vendors have programmed their equipment to display Phase I screens with the lat and long of the cell tower, rather than the Phase I data when the actual location is unknown. The vendors have said that it may be 18 months to 2 years before this can be corrected. Lat and Long comes in but not sure if it is the lat and long of the tower or the caller. Working this issue, hope to have fixed in a few months. Counties should only implement one carrier at a time. Most carriers are good at keeping their schedules but they need to be aware that rescheduling throws other carriers off.

Marlys handed out the King County Wireless E911 Service status update **[ENCL 5]** on Phase I & II technologies with the carriers.

Technical – Bob Connell

Bob Connell reported on the first meeting of the Technical 911 GIS subcommittee **[ENCL 6]**. The directions that the committee is going are as follows:

- To develop overview of 911 GIS
- To define map layers necessary or recommended (7-9)
 - Where to get the data? GDT? Tiger files?
 - Who pays? Who stores? Who manages?
- What role should the State Office play?
- What should the counties do first?
 - What can they spend their remaining 2002/2003 money on?
 - ArcView 8.3 (3.3)
 - Purchase PC for map development and maintenance
 - Purchase a laptop for vehicle use for address verification
 - Purchase a GPS device for site collection

Layers of the map under preliminary discussion

1. Emergency Service Zones (ESZ-polygon)
2. Emergency Service Agency (ESA, tabular)
3. Emergency Service Number (ESN, tabular data)
4. MSAG
5. Roads (lines)
6. Wireless Tower locations (point)
7. Wireless sector coverage areas (polygon)
8. Sites (points) recommended
9. Town boundaries (recommended)

There were many suggestions of different layers that might be just as important such as hydrology boundaries, sites, landmarks, railroads, etc. Bob stated that each county might have to develop their own layers, because what may be important to one may not be important to another. This was just a first list put together to have a starting point.

STATE OFFICE REPORTS:

Financial Status:

Kurt Hardin reported on the State Office's Financial Status **[ENCL 7-9]**. Kurt reported that counties with operations contract need to provide salary costs for all of their telecommunicators to the State office, by June 30th, but the sooner the better.

NEW Business:

Jim Quackenbush presented the cost of each Advisory Committee meeting and the frequency of the meetings.

Patty Danner motioned to have only 10 meetings in a calendar year with no meetings in August and December. Steve Reinke seconded the motion. The motion carried.

There was clarification that County Coordinator attendance at the Advisory Committee meetings would be moved from 6 to 5 meetings. Kurt stated that attendance would be 50% of the scheduled meetings.

Kurt Hardin stated that Peggy Fouts of Grays Harbor County has accepted the position of the Chair for Public Education subcommittee if approved by the Advisory Committee.

Dan Aycock motioned to accept Peggy Fouts as the chair of the Public Education subcommittee. Lanette Scapillato seconded the motion. The motion carried.

Handed out was the *E911 Coordinator Forum* information for the September 11 & 12, 2003, forum in Ocean Shores. Also handed out was an updated list of County Coordinators and E911 Advisory Committee members.

The next meeting will be held THURSDAY, JUNE 12, 2003 at THE RADISSON SEATAC HOTEL.

ACTION ITEMS:

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